

Arts Administration and Cultural Advocacy Internship Listing 2024-2025

This list will be updated regularly as new opportunities emerge, so check back for updates. Availability of individual positions is not guaranteed, and each opportunity may have different eligibility requirements. Please check the AACA Internship Guide for information on how to find and secure an internship.

AACA Opportunities of Note

- [International Festival of Arts and Ideas](#)
- [Elm Shakespeare Company](#)
- [Connecticut Office of the Arts](#)
- [New Haven Symphony Orchestra](#)
- [Beinecke Rare Book and Manuscript Library](#)
- [Kulturally Lit New Haven](#)
- [Long Wharf Theatre](#)
- [SCSU Integrated Communications](#)

Other Internships

- New Haven Free Public Library
- Yale University Art Gallery
- Yale Center for British Art
- Creative Arts Workshop
- Neighborhood Music School
- New Haven Ballet
- New Haven Museum
- Mystic Seaport and Museum
- Mashantucket Pequot Museum
- SCSU Special Collections (Buley Library)

AACA Opportunities of Note

The following are special internship and fellowship opportunities of note with select partner organizations. Further opportunities will be added to this list as they arise.

International Festival of Arts and Ideas

Title

Production Assistant Intern

Brief Description

For 29 years, the [International Festival of Arts and Ideas](#) has inspired and delighted audiences with an annual program of over 200 performing arts and humanities events year-round, at least 85% of which are free.

Focused events in June range from world and nationally-renowned speakers sharing the stage with critical local voices for discussions on democracy, to jazz concerts, theatrical performances, dance; takeout mixology classes; bike and walking tours; and live, individual performances by local on-call artists on front lawns and sidewalks throughout the area.

Year-round programs include special town-hall events, a fellowship program for youth, planning and implementing mini-festivals in New Haven's culturally-rich neighborhoods, participation in the NEA Big Read, and our annual Visionary Leadership Event.

Position Summary

In the first five weeks, the Production Assistant will support production teams on various Festival shows and acts including live music, theater, dance, and comedy. In

the final five weeks, they will assist production with the international dance and music program Rhythm Exchange.

Responsibilities

- On-the-ground implementation of artist and production services for Festival and Rhythm Exchange programs, working directly with Company Management and Stage Management. Tasks may include distributing welcome materials, setting up dressing rooms, and being on technical stage crew.
- Assist the Director of Artistic Planning & Operations and Production Manager on production administration in advance of performances throughout the summer, including calendar management, learning about, and helping to fulfill artist contracts, drafting correspondence to artists and vendors, and ordering production-related supplies.
- Assist in artist services and production planning and organization for the 2024 Festival and Rhythm Exchange series. Tasks may include booking stage equipment, learning about and securing park permits, conducting research, and soliciting food vendors.
- Generate and maintain production calendars and dossiers for events.
- Other tasks to be identified and catered to the Assistant's interests and strengths.

Requirements

- Enjoys working with a team
- Good organizational and time management skills
- Working knowledge of MS Office Suite programs
- Comfort learning new web-based applications for event management

Relationships

Reports to: Director of Artistic Planning & Operations
Key Communication: Production Manager, Associate Production Manager, Company Manager, Operations Manager

Credits

3-4 credits

Semester(s)

Summer 2024 (June 5-September 4, 2024, with break July 11-July 30)

Hrs / Week

Hours to be determined in consultation with organizational supervisor and faculty advisor, with variation based on the festival season.

Application and Eligibility

Deadline: April 30. To apply, send a copy of resume and brief statement of interest (200-300 words) to dodsonj2@southernct.edu. Eligible

candidates will be scheduled for an informal interview the staff of Arts and Ideas following.

Elm Shakespeare Company

Title	Trustee Liaison
Brief Description	<p>Elm Shakespeare Company is seeking to hire a student worker interested in learning Non-Profit management and structure to be the liaison between Executive Director and Board of Trustees</p> <p><i>Responsibilities</i></p> <ul style="list-style-type: none">• Attending and taking notes at 6 Board meetings throughout course of year (5:30pm Monday usually Feb, April, June, Oct, Nov, Dec)• Preparing and distributing draft minutes from Full Board meetings• Assist in preparation of meeting materials• Assist in scheduling of committee meetings• Assist in gathering Board compliance forms• Attend, take and distribute notes for as many committee meetings as possible. <p><i>Preferred Skills/Experience</i></p> <p>Strong organization, Proficiency with Microsoft Word, Strong Writing Skills, Good Interpersonal communication</p>
Credits	2-4 credits (\$15 / hour)
Semester(s)	Fall 2024-Spring 2025. Commitment begins in June and runs through the following year. Full Meetings are 6 x year (February, April, June, October, November, December at 5:30pm on a Monday)
Hrs / Week	Variable based on Elm Shakespeare's board and artistic director requirements
Application and Eligibility	To apply, contact the program coordinator (dodsonj2@southernct.edu) to arrange an interview with the staff of Elm Shakespeare Company.

Title	Casting Associate
Brief Description	<p>Elm Shakespeare Company is looking to hire a Casting Associate to manage annual auditions for the professional summer production.</p>

Responsibilities

- Creating Audition Notice for Actors' Equity Association
- Scheduling Audition Appointments for AEA, Yale, SCSU, and Non Union applicants. (4 dates, approximately 200 appointments)
- Creating and maintaining master list of artists auditioning
- Scheduling Call backs
- Communicating to those not cast
- Monitoring auditions in real time

Preferred Skills/Experience

Strong organization, Proficiency with Excel and Word, Strong Writing Skills, Good Interpersonal communication

Credits 2 credits (\$15 / hr)

Semester(s) Spring 2025

Hrs / Week 5-6 hrs / week

Application and Eligibility To apply, contact the program coordinator (dodsonj2@southernct.edu) to arrange an interview with the staff of Elm Shakespeare Company.

Title **Publicity Intern**

Brief Description [Elm Shakespeare Company](#) is seeking an assistant to marketing and education departments to help in publicizing summer education programs.

Responsibilities

- Assist in planning, writing, and managing e-blasts and e-newsletters
- Assist in writing press releases
- Assist in designing fliers and other marketing materials
- Assist in distributing print materials on and off campus
- Update and maintain social media campaign
- • Manage editorial and event calendars
- Create online advertisements as needed
- Attend Camp Fairs throughout City
- Capture social media content (photo & video)

Preferred Skills/Experience

Social Media Management, Copywriting, Interpersonal Skills, Project Management, Excellent Computer Skills, Effective Communicator

Credits 2-3 credits (\$15 / hr)

Semester(s)	Spring 2025
Hrs / Week	5-10 hrs / week
Application and Eligibility	To apply, contact the program coordinator (dodsonj2@southernct.edu) to arrange an interview with the staff of Elm Shakespeare Company.

Kulturally Lit

Title	Social Media and Promotion Intern
Brief Description	<p>Kulturally Lit New Haven is seeking social media and promotion interns to assist with its two annual events: Elm City Lit Fest (early fall) and DiasporaCon (mid-spring).</p> <p><i>Responsibilities</i></p> <ul style="list-style-type: none"> • Assist in planning, writing, and managing e-blasts and e-newsletters • Assist in writing press releases • Update the organization's website with current events, relevant news, etc. • Assist in designing event/program fliers, graphics, and other marketing material • Assist in distributing print materials on campus • Update and maintain social media presence, including daily monitoring, posting, scheduling, and reporting Facebook & IG updates • Provide input for creative marketing strategies and social media campaigns • Manage editorial and event calendars • Create online advertisements as needed • Collaborate with the team on new ideas, directions, and tools for marketing and communications • Assist with managing on-site production and clean up for events as necessary • Capture social media content (photo & video) • Serve as a Kulturally LIT ambassador on campus and at community events <p><i>Preferred Skills/Experience</i></p> <p>Social Media Management, Copywriting, Website Management, Interpersonal Skills, Project Management, Excellent Computer Skills, Effective Communicator, Photography/Videography</p>
Credits	2-3 credits

Semester(s)	Summer 2024 (3 cr) or Spring 2025 (2 cr)
Hrs / Week	20 hrs / wk (summer); 6-7 hrs / wk (spring)
Application and Eligibility	To apply, contact the program coordinator (dodsonj2@southernct.edu) to arrange an interview with the staff of Kulturally Lit.

Connecticut Office of the Arts (and CreativeU)

Title	Assistant Event Coordinator
Brief Description	<p>The Assistant Event Coordinator will support the Event Coordination/On-Site Lead in executing a successful Creative U conference in October 2024, playing a key role in coordinating logistics and ensuring the event runs smoothly.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assist in the coordination of event logistics and operations before, during, and after the conference. • Work closely with the Event Coordination/On-Site Lead to liaise with Facilitators, Deans, Academic Advisors, Creative directors, venue staff and vendors to ensure all arrangements are in place. • Offer on-site assistance throughout the event, executing tasks delegated by the Event Coordination/On-Site Lead. • Help maintain a positive and welcoming atmosphere, actively engaging with attendees and providing assistance as required. • Assist with the setup and breakdown of event spaces. • Aid in troubleshooting any issues or challenges that arise during the event, working collaboratively to find solutions.
Credits	1-2 credits
Semester(s)	Fall 2024 (first 8-weeks)
Hrs / Week	TBD

Application and Eligibility

To apply, contact the program coordinator (dodsonj2@southernct.edu) to arrange an interview with the staff of CreativeU and CT Office of the Arts.

New Haven Symphony Orchestra

Title	Development Internship, NHSO
Brief Description	<p>This internship is the perfect opportunity for a student interested in a career in either development (fundraising) or arts administration. Responsibilities include:</p> <ul style="list-style-type: none">• Working with NHSO customer relationship management (CRM) system to streamline and segment data. CRMs are essential tools for fundraising, but need to be managed effectively. Student will participate in analysis of current data and help customize a strategy for efficient and effective fundraising using a CRM.• Fundraising support• Supporting development staff at fundraising events
Credits	3-4 credits
Semester(s)	Fall, Spring, and Summer semesters
Hrs / Week	10-14 hrs week
Application and Eligibility	<p>See eligibility and application requirements at: https://newhavensymphony.org/teens-college/internships/</p>

* * *

Title	Education Internship, NHSO
Brief Description	<p>Education Interns work directly with the Education Director on a variety of tasks, including:</p> <ul style="list-style-type: none">• Engaging the greater New Haven community in partnerships• Creating teacher resources for classroom use• Delivering high-quality educational programs to a variety of age levels• Working with NHSO musicians to effectively convey music education concepts• Design, rehearse, and execute educational concerts
Credits	3-4 credits
Semester(s)	Fall, Spring, and Summer Semesters
Hrs / Week	10-14 hrs week

Application and Eligibility

See eligibility and application requirements at:
<https://newhavensymphony.org/teens-college/internships/>

* * *

Title

Marketing Internship, NHSO

Brief Description

Marketing interns work directly with the NHSO's Marketing Director. This is a valuable opportunity to gain practical experience in non-profit arts marketing.

NHSO Interns have the opportunity to pursue their professional interests through project-based learning at the Symphony. Interns engage in meaningful work, gaining valuable experience and constructive feedback from NHSO administrative staff to help them meet their professional goals. NHSO Internships are flexible in time, purview, and departments. The NHSO works with interns to create an incredible growth opportunity for both the organization and the student. A musical background is not necessary to have a fulfilling experience with Symphony – many of our interns have never played an instrument or sang in a choir.

Marketing interns work directly with the NHSO's Marketing Director, Katie Bonner Russo. This is a valuable opportunity to gain practical experience in non-profit arts marketing and would be suitable for anyone with an interest in non-profit management, marketing, writing, or graphic design. Majors that may provide a good fit include but are not limited to Marketing, Communications, Media Production, Business, Arts Management, Graphic Design, English, and Music.

As overseen by the Marketing Director, a successful applicant's experience may include but not be limited to:

- Implementation of company-wide strategic plan
- Promotion of events through online community calendars, group sales and other PR opportunities
- Development of visual, written, and/or video content
- Strategy and generation of content for social media
- Website development and maintenance
- Writing and distribution of press releases
- Event management at Symphony concerts and programs
- Training and work in WordPress, InDesign, Google Analytics, Google Ads, and professional writing

In addition, interns frequently express interest in working on projects across departments. The NHSO has great flexibility to accommodate this desire and provides opportunities to assist in the areas of programming, education, fundraising, and operations. Though this opportunity exists, the Marketing Intern will be directly supervised by our Marketing Director.

Credits	3-4 credits
Semester(s)	Fall, Spring, and Summer semesters
Hrs / Week	10-14 hrs / week
Application and Eligibility	See eligibility and application requirements at: https://newhavensymphony.org/teens-college/internships/

Beinecke Rare Book and Manuscript Library

Title	Field Experience in Special Collections
Brief Description	Find out how the Beinecke Rare Book and Manuscript Library prepares its collections for consultation by readers and use in outreach activities. Learn about the lifecycle of physical and digital collection materials from acquisition, description, and preservation to research, instruction, exhibition, and community engagement. Through a combination of discussion with staff, shadowing of activities, and hands-on engagement, gain a thorough understanding of the processes and people who enable access to archives and special collections.
Credits	1 credit
Semester(s)	Fall
Hrs / Week	3 hours / week. (<i>Note: accepted students are required to make a firm commitment to the same weekly time at the Beinecke and may miss no more than one session during the fall semester. Transportation / parking not provided.</i>)
Application and Eligibility	Deadline: April 15, 2024. Field experience open to all Arts Administration and Cultural Advocacy minors who have completed AAC 200. Limited to 2-3 students for Fall 2024 semester. Interested

non-minors in related fields (History, Art History, Library Sciences, or English) should contact the program coordinator, Dr. Joel Dodson (dodsonj2@southernct.edu), to inquire about availability.

To apply, send a copy of your resumé, unofficial transcript, and 200-300 word statement of interest to dodsonj2@southernct.edu.

Long Wharf Theatre

Title	<i>Multiple Positions Available in Production and Administration</i>
Brief Description	<p>Long Wharf Theatre is currently in residence at SCSU. During the period of its residency, LWT is accepting five student interns in production and administration from Theatre, Arts Administration and Cultural Advocacy, and other fields. Recent positions have included Production Management intern and Graphic Design intern.</p> <p>To inquire about available positions, contact one of the program coordinators (dodsonj2@southernct.edu or skinnerm2@southernct.edu).</p>
Credits	1-4 credits
Semester(s)	Fall and Spring semesters
Hrs / Week	3-12 hours / week
Application and Eligibility	To apply, contact the program coordinator (dodsonj2@southernct.edu) for further information.

SCSU Office of Integrated Communications and Marketing

Title	University Communications Intern
Brief Description	<p>SCSU's Office of Integrated Communications and Marketing – which oversees all promotional content for the university – is seeking fall and spring interns in the following areas of professional writing, news, and content production.</p> <p><i>Responsibilities:</i></p>

- Produce stories for the Office of Integrated Communications & Marketing, mainly the college's main news site
- Attend 1-2 events per semester
- Conduct interviews with students, faculty, and staff
- Research and develop interesting story angles, providing broader contexts for university features
- Weekly team meetings will provide collaboration opportunities with social media, media relations, website, marketing, and graphics teams.

Selected intern(s) will receive hourly payment as a university assistant.

Credits	3 credits
Semester(s)	Fall and Spring semesters
Hrs / Week	10 hours / week
Application and Eligibility	To apply, contact the program coordinator (dodsonj2@southernct.edu) for further information.

Other Internships

Below is the contact information for partner organizations in the arts, public humanities, and cultural heritage and preservation, with which we have partnerships in the AACA program and other disciplines at Southern.

New Haven Free Public Library

<https://nhfpl.org/>

To inquire about available internships and positions, check the New Haven Free Public Library Jobs board: <https://nhfpl.org/about/jobs/>

Yale University Art Gallery

<https://artgallery.yale.edu/careers-and-fellowships>

The Yale University Art Gallery has multiple administrative internships available on a semester or year-long basis in areas such as visitor's services, the registrar's office, and advancement and membership. Please contact the program coordinator (dodsonj2@southernct.edu) to learn which opportunities may be open to SCSU students

Yale Center for British Art

<https://britishart.yale.edu/internships-and-opportunities>

The YCBA is closed until 2024, but will have a dedicated Education Internship opportunity for qualified AACA minors in Art Education, Art, History, History, or other related fields beginning in Fall 2024. Please contact the program coordinator (dodsonj2@southernct.edu) to learn more.

Creative Arts Workshop

Please visit:
<https://creativeartsworkshop.org/about-us/employment/>

Neighborhood Music School

Please visit:
<https://nmsnewhaven.org/about/jobs-and-internships-2>

New Haven Ballet

Please visit:
<https://newhavenballet.org/>

New Haven Museum

Please visit:
<https://www.newhavenmuseum.org/>

Mystic Seaport and Museum

<https://www.mysticseaport.org/about/internships-at-mystic-seaport/>

Interested students should contact Chris Bresky (christopher.bresky@mysticseaport.org) to learn more about the summer Reimagining New England History internship and other opportunities.

Mashantucket Pequot Museum

Please visit:
<https://www.pequotmuseum.org/>

Buley Library – Special Collections (SCSU)

<https://inside.southernct.edu/records-and-info/special-collections>

Interested AACA students with a related major in Library Sciences, English, or History should contact the program coordinator (dodsonj2@southernct.edu) and / or the Head of Special Collections, Patrick Crowley (specialcollections@southernct.edu) to inquire about available positions.

